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SECURITY AND CONFIDENTIALITY STATEMENT

This service contract is made and entered between **ATS Document Service, Inc.**(ATS) and signee (Signing Agent). As a signing agent for ATS, I agree that I will abide by and comply with the following policies:

Any and all information provided by ATS, or its business clients, their affiliated agencies, or their clients are considered proprietary, confidential and/or sensitive and cannot be disclosed to any person or entity that is not directly authorized to participate in the signing orders offered to you by ATS.

- I understand and certify that I will keep and maintain all information, related to and including any and all client loan applications, loan and closing documents, and personal information including but not limited to addresses, phone numbers, social security numbers, driver license numbers, birthdates, etc., confidential and secure, using such degree of care as is appropriate to avoid unauthorized access, use, or disclosure.
- I will not copy, give, or otherwise disclose such information to any other person or entity other than the client, ATS, or the client of ATS unless authorized to do so by the client, ATS, or the client of ATS.
- All copies or derivations, including any working or archival backups of client information, will be physically and/or electronically destroyed within three (3) days immediately following the end of the signing order date.
- Notification that all documents have been returned to the client or the client's representative must be provided to ATS once the documents have left the Signing Agent's possession.
- I agree to notify ATS immediately should I become aware of any actual or potential security breach involving unauthorized disclosure, inappropriate access, or loss of business or personal data/information. Signing Agent agrees to fully and completely assist in any investigation resulting from a security breach.
- I understand that any unauthorized disclosure I make may be basis for disciplinary action affecting future potential work from ATS and/or for civil or criminal penalties under certain circumstances.

By signing this contract the Signing Agent confirms they understand, accept, and shall comply with this policy.

Signing Agent Signature: _____ Date: _____

Please Print Name: _____